



DEPARTMENT OF THE NAVY  
NAVY RECRUITING COMMAND  
5722 INTEGRITY DR.  
MILLINGTON, TN 38054-5057

COMNAVCRUITCOMINST 12630.1B  
N12  
11 Sep 2009

COMNAVCRUITCOM INSTRUCTION 12630.1B

From: Commander, Navy Recruiting Command

Subj: NAVY RECRUITING COMMAND VOLUNTARY LEAVE TRANSFER PROGRAM

Ref: (a) Code of Federal Regulation Title 5 Section 630.901  
through 630.913

Encl: (1) Application to Become a Leave Recipient Under the  
Voluntary Leave Transfer Program OPM 630 (June 2001)  
(2) Request to Donate Annual Leave to Leave Recipient  
Under the Voluntary Leave Transfer Program OPM 630-A  
(June 2001)

1. Purpose. Revise procedural guidance and approval authority  
for the Voluntary Leave Transfer Program within Navy Recruiting  
Command (NAVCRUITCOM) per reference (a).

2. Cancellation. COMNAVCRUITCOMINST 12630.1A

3. Responsibility

a. Civilian personnel desiring to participate in this  
program as a recipient must submit appropriate forms or  
applications to the prescribed approval authority using the  
forms found at [www.opm.gov](http://www.opm.gov) website.

b. NAVCRUITCOM Headquarters (HQ) Department Heads and  
Special Assistants, Navy Recruiting Region (NAVCRUITREG)  
Commanders, Navy Recruiting District (NAVCRUITDIST) Commanding  
Officers and Officer in Charge, Navy Recruiting Orientation Unit  
must endorse Block 17 of OPM 630 (enclosure (1)) indicating  
their approval. (R)

c. Applications for the Voluntary Leave Transfer Program  
will be forwarded to the Civilian Human Resources Liaison  
Division (N12) for processing. Program details are provided in  
reference (a) which is available from the Office of Personnel  
Management website [www.opm.gov/oca/forms/html/opm.asp](http://www.opm.gov/oca/forms/html/opm.asp). (R)

d. Civilian personnel who wish to donate their annual leave  
must submit OPM 630-A (enclosure (2)) to N12 for processing.

e. The Deciding/Approval Official for the Voluntary Leave  
Transfer Program is the Director, Manpower and Human Resources  
Department (N1).

f. Program management for the Voluntary Leave Transfer Program is the responsibility of N12. Any questions concerning the program should be directed to the program manager. (R

g. N12 Customer Service Representatives will process approved leave donation requests through Defense Finance and Accounting Service (DFAS), maintain required records, and publish approved requests.

4. Forms. Enclosures (1) and (2), are available at <http://www.cnrc.navy.mil/Publications/forms.htm>. Samples are provided in enclosures (1) and (2).

/s/  
R. R. BRAUN

Distribution:  
Electronic only via  
<http://www.cnrc.navy.mil/Publications/directives.htm>